



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
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First District

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Second District

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Fifth District

March 11, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE PROJECT SCOPE REVISION, AWARD SUPPLEMENTAL  
AGREEMENTS, AND RELATED ACTIONS FOR THE LENNOX SHERIFF'S STATION  
REPLACEMENT AND PROPOSED NEW ATHENS SHERIFF'S STATION PROJECT  
(SECOND DISTRICT) (3 VOTES)**

**JOINT RECOMMENDATION WITH THE DIRECTOR OF PUBLIC WORKS THAT  
YOUR BOARD:**

1. Approve a project scope revision for the Lennox Sheriff's Station Replacement project, which initiates facility programming studies for the proposed new Athens Sheriff's Station.
2. Award and authorize the Director of Public Works to execute a no-fee Supplemental Agreement 3 to Contract PW 11973 with Leo A. Daly, Architects, to provide programming services for the proposed new Athens Sheriff's Station and establish the effective date following Board approval.
3. Approve the enclosed appropriation adjustment that transfers \$231,000 in appropriation from the Lennox Sheriff's Station Replacement project, Capital Project 77400, to the new Athens Sheriff's Station Program, Capital Project 77287, to properly account for expenditures related to the new Athens Sheriff's Station programming.

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4. Award and authorize the Director of Public Works to execute Supplemental Agreement 1 to Contract PW 12386 with CTL Environmental Services, Inc., to provide additional environmental consultant services for the proposed new Athens Sheriff's Station for a not to exceed fee of \$115,000 and establish the effective date following Board approval.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will authorize the additional space programming activities and environmental consulting services to determine the feasibility of developing a new Athens Sheriff's Station as a cost-effective alternative to the replacement of the Lennox Sheriff's Station.

#### **Background**

In April 1999 your Board approved the replacement of the Lennox Sheriff's Station and authorized an agreement with Leo A. Daly, Architects, for architect/engineer services. The project proposed at that time entailed the replacement of the existing Lennox Sheriff's Station and adjacent library with a 48,300-square-foot facility that would house the Sheriff's operation, Library, Second District Field Office, and accommodate a Building and Safety Office for the Department of Public Works.

The proposed architectural program was completed in March 2000, which resulted in a total project cost estimate of \$32.3 million, exceeding the Board-approved budget of \$24.25 million by \$7.8 million. The excessive cost was primarily driven by the need to construct a multilevel parking structure to accommodate parking requirements within the limited space available at the current site.

In order to develop a project program that could be completed within budget and continue to meet the needs of the community, the Chief Administrative Office, Sheriff, Public Library, and Public Works studied several options that included the curtailment of program space and the purchase or lease of adjacent properties. Due to the lack of available space at the existing site with or without acquiring adjacent properties, none of these options significantly reduced the budgetary shortfall.

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### Proposed Alternative Program

The CAO has subsequently proposed the development and construction of a new Sheriff's station at a separate site in the community of Athens to alleviate the overcrowded conditions at the Lennox Station. The proposed site is approximately 3.2 miles east of the current Lennox Station and lies within the Lennox Station's current service area. Under the proposed plan:

- the existing Lennox site would remain unchanged;
- a new Sheriff's station would be developed at a 14-acre County-owned site at the corner of Imperial Highway and Normandie Avenue in the community of Athens; and
- the Sheriff would relocate a portion of its staffing and resources from the Lennox Station to the new Athens Station.

The use of a separate site with sufficient available space will eliminate the need for a parking structure at Lennox that will, in turn, significantly reduce the projected costs. In addition, the identification of an alternative site in Athens, which is located within the current service area of the Lennox Station, will ensure that existing service levels will, at a minimum, be maintained and may provide a platform for a more effective delivery of services.

The 14-acre, County-owned site in Athens is currently occupied by a 40-year-old facility that houses the Probation Department and Department of Public Social Services. The existing facility is in extremely poor condition and may require demolition to accommodate a new Sheriff's station.

Approval of the recommended actions will allow the CAO, Public Works, and Sheriff to determine the feasibility of proceeding with this alternative plan. We will return to your Board with recommendations addressing Probation's space requirements and the relocation of DPSS to a leased facility within the same community will be recommended to your Board as a separate matter.

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### Programming Services

In order to provide a baseline for the recommended programming study, the Sheriff has identified station functions and operations that could be relocated to a 14-acre site in Athens, without reducing services to Lennox. In order to further develop this concept and obtain construction cost impacts, we recommend amending the existing Lennox Sheriff's Station A/E agreement with Daly to add the Athens Sheriff's Station programming task to Daly's required scope of work. Approval of the recommended additional services, valued at \$115,884, will not increase A/E costs due to the reallocation of funds from the previously approved A/E agreement.

Following programming completion, environmental testing, and funding identification, the total project cost estimate and project schedule for design, construction, and remediation for the proposed new Athens Sheriff's Station will be submitted to your Board for consideration.

### Required Environmental Services

CTL Environmental Services, Inc., performed Phases I and II environmental assessments for the 14-acre Athens site. The Phase II assessment identified existing soil contamination and recommended that further analysis be performed to determine the extent of the contamination. The recommended supplemental agreement provides for additional soil testing to confirm contamination extent and nature, remediation plans development, and estimated costs for a not to exceed consultant fee of \$115,000.

A Strategic Asset Management Plan to maximize federal/state subvention by relocating DPSS out of County-owned property into leased property was previously presented to your Board. This study recommended relocating DPSS to new leased space to maximize available revenue; considered demolition of the existing Probation/DPSS shared building due to extensive deferred maintenance issues; and considered use of the 14-acre Athens site for the Probation office and a new Sheriff's station.

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Further plans for relocating DPSS to leased space, demolition of the existing DPSS/Probation building, and recommendations addressing Probation's space requirements will be developed and brought forth to your Board separately for consideration, prior to requesting authorization to construct the new Athens Sheriff's Station.

#### **Implementation of Strategic Plan Goals**

These actions are consistent with the County's Strategic Plan Goals of Service Excellence and Fiscal Responsibility since this project provides improved facilities to relieve current overcrowded conditions and increases the County's investment in public infrastructure.

#### **FISCAL IMPACT/FINANCING**

The recommended no-fee Supplemental Agreement 3 for the new Athens Sheriff's Station programming adds services valued at \$115,884 to Daly's existing contract. The additional programming services will be paid from the original contract amount with no change to Daly's total contract amount of \$1,590,000. Further, the recommended Supplemental Agreement 1 for CTL provides additional environmental analysis valued at \$115,000 to the existing contract. The proposed fee increases CTL's total consultant contract amount from \$73,250 to \$188,250.

Approval of the enclosed appropriation adjustment will transfer \$231,000 from the Lennox Sheriff's Station Replacement project, Capital Project 77400, to the proposed new Athens Sheriff's Station project, Capital Project 77287. Approval of the appropriation adjustment will allow for proper accounting of the new Athens Sheriff's Station programming and environmental analysis-related expenditures.

The project's total cost estimate, including remediation, construction, equipment, design, consultant's fees, and County services, will be provided when we return to your Board for authorization to proceed with A/E design services. The Project Schedule and Budget Summary are included in Enclosure A.

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### Operational Financing

The Sheriff's 2002-03 Operating Budget included net funding of \$22,255,256 for ongoing operating costs associated with the Lennox Sheriff's Station for salaries and employee benefits and net funding of \$225,142 for services and supplies and other charges (see Enclosure B). The CAO and Sheriff will work closely to identify the impact of transferring services to the proposed new Athens Sheriff's Station on the Sheriff's current operating costs.

Operational funding recommendations will be brought forth for your Board's consideration by the Sheriff and CAO prior to requesting authorization to construct the project.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard supplemental agreement, in the form previously approved by County Counsel, will be used. The existing consultant services agreement with Daly includes the standard Board-directed clauses that provide for termination of services, renegotiation, hiring qualified displaced County employees, GAIN, and Child Support Compliance.

### Land Issues

A fast food restaurant was recently constructed on the corner of Imperial Highway and Normandie Avenue, adjacent to the County property proposed for the new Athens Sheriff's Station. Representatives from the fast food restaurant have requested a vehicle ingress and egress easement, using a portion of the County's property, for a 40-year term.

The CAO is currently negotiating with restaurant representatives on the fair-market consideration due to the County for the proposed 40-year easement term. The CAO has obtained an appraisal for the proposed easement based on the legal description of the property to be used by the restaurant, comparable sales, and other market studies, and will return to your Board to approve the easement.

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### **ENVIRONMENTAL DOCUMENTATION**

Awarding this supplemental agreement will have no environmental impact. The appropriate environmental documentation will be completed prior to returning to your Board to request authorization to construct the project.

### **CONTRACTING PROCESS**

On April 20, 1999, your Board authorized A/E design services Contract PW 11973 with Daly to provide services for the Lennox Sheriff's Station Replacement project for a not to exceed fee of \$1,590,000. Daly has agreed to provide additional services for programming the new Athens Sheriff's Station. These additional programming services are valued at \$115,884. The negotiated fee has been reviewed by Public Works and is considered reasonable for the scope of work. To date, two no-fee supplemental agreements have been issued. Approval of the recommended additional services, valued at \$115,884, will not increase A/E costs due to the reallocation of funds from the previously approved A/E agreement with Daly.

On June 28, 2001, the CAO authorized Public Works to execute consultant Contract PW 12386 with CTL under delegated authority to provide soil assessment services for the Athens site for a not to exceed fee of \$73,250. CTL has agreed to provide additional services for a not to exceed fee of \$115,000. The negotiated fee has been reviewed by Public Works and is considered reasonable for the scope of work. No supplements have been issued to date. The proposed fee increases the total consultant contract amount from \$73,250 to \$188,250.

Public Works has evaluated and determined that the Living Wage Program (County Code 2.201) does not apply to the recommended agreement as this agreement is for non-Proposition A services.

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**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no negative impact on current County services or projects during the performance of the recommended services.

**CONCLUSION**

Please return one adopted copy of this letter to the CAO (Capital Projects Division) and Public Works.

Respectfully submitted,

DAVID E. JANSSEN  
Chief Administrative Officer

JAMES A. NOYES  
Director of Public Works

DEJ:SNY:JSE  
DJT:TJ:mdc

Enclosures (3)

c: Auditor-Controller  
County Counsel  
Department of Public Social Services (GAIN Program)  
Probation Department  
Sheriff's Department



March 11, 2003

**ENCLOSURE A**

**APPROVE PROJECT SCOPE REVISION, AWARD SUPPLEMENTAL AGREEMENTS, AND RELATED ACTIONS FOR THE LENNOX SHERIFF'S STATION REPLACEMENT AND PROPOSED NEW ATHENS SHERIFF'S STATION PROJECT  
SPECS. 5503; C.P. 77287**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Project Needs Assessment	11/16/00 *
Project Feasibility	N/A
Project Program	09/04/03
Design Contract Execution Construction Document Submittal Jurisdictional Approval	TBD
Construction Bid and Award	TBD
Construction Substantial Completion Acceptance	TBD
Post Construction	TBD

\* Indicates completed activity.

## II. PROJECT BUDGET SUMMARY

Budget Category	Project Budget
Land Acquisition	- 0 -
Construction (a) Construction (b) Change Orders Subtotal	TBD
Equipment	TBD
Plans and Specifications Programming	\$ 115,884
Consultant Services Phase 2 Environmental Assessment Additional Environmental Assessment TOTAL	\$ 73,250* \$ 115,000 \$ 188,250
Miscellaneous Expenditures (a) Miscellaneous (b) Other Subtotal	TBD
Jurisdictional Review and Plan Check	TBD
County Services	TBD
TOTAL	\$ 304,134

Note: The total estimated cost of the project will be established after completion of the architectural program.

\* Indicates completed activity.